

DD/M&S

73-2864

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Records
13 JUL 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Information Management

REFERENCES : (a) Memo dtd 4 Aug 72 to DD/S Office Heads
fr DD/S, same subject

(b) Memo dtd 22 Aug 72 to DD/S fr D/L,
same subject

1. This memorandum is for your information only.

2. To confirm and update the designations as reported by the Reference (b) memorandum, [] extension STAT
[] is still designated as the senior Office of Logistics representative for development and implementation of the information management program. The following individuals will also provide such additional and full-time assistance in the program as may be necessary, primarily in those areas indicated:

[] information STAT
security and classification systems.

[] automated STAT
information systems.

[] historical STAT
reporting and archival document systems vice []
[] retired. STAT

[] records STAT
review and retention systems vice []
retired. STAT

/s/ Francis J. Van Damm

Francis J. Van Damm
Director of Logistics

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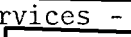


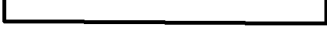
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DD/S 72-3403

30 AUG 1972

MEMORANDUM FOR: Office of Communications - 
Office of Finance - 
Office of Logistics - 
Office of Medical Services - 
Office of Personnel - 
Office of Security - 
Office of Training - 

STAT


SUBJECT : Information Management

REFERENCE : Memorandum dated 4 August 1972 (DD/S 72-3043),
Same Subject

1. Referent memorandum identified some of the requirements that must be met by the Support Directorate. As the senior officers designated to represent your respective offices in the information management process, I have asked you to meet with me at 1300 hours on Friday, 1 September 1972 in 7D34 Headquarters to develop our approach to satisfaction of these requirements. I also will acquaint you with the proceedings of the 27 July 1972 and 31 August 1972 Records Management Board meetings.

2. I am sure that you recognize the broad scope of information management, the complex nature of some of its ingredients, and the necessity that this Directorate (as well as the others) take immediate steps to deal with the pressing and interrelated problems of classification, declassification, archives, history, and records management.

3. I look forward to meeting with you on Friday.




STAT

DDS/SSS  (30 Aug 72)

Support Directorate Member
CIA Records Management Board

STAT

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AGENDA FOR
SUPPORT DIRECTORATE
INFORMATION MANAGEMENT MEETING

1 September 1972
1300 Hours
7D34 Headquarters

1. DD/S 72-3043 dated 4 August 1972, Subject: Information Management
2. Minutes of 27 July 1972 CIA Records Management Board meeting
3. Agenda of 31 August 1972 CIA Records Management Board Meeting
4. DCI concern regarding growth in Agency paper

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DTR-7837
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23 AUG 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Information Management

REFERENCE : DD/S 72-3043, dtd 4 Aug 72, same
subject

I am designating [redacted] as the senior
officer to represent the Office of Training in the development
and implementation of the requirements outlined in the referent. STAT

The assistants are [redacted] STAT

[redacted]

[redacted] STAT

H

HUGH T. CUNNINGHAM
Director of Training

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72.3323

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22 AUG 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Information Management

REFERENCE : DD/S 72-3043, same subject,
dated 4 August 1972

1. This memorandum is submitted for information only.

2. Pursuant to your request, contained in reference, that a senior officer be designated to represent the Director of Security in the development and implementation of the responsibilities of the Records Management Board, and that your staff be advised of his name and the name of his assistant, the following officers are so designated:

(a) OS Representative -
Assistant Deputy Director for Physical,
Technical, and Overseas Security

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(b) Deputy Chief,
Executive and Planning Division, OS

STAT

3. If any additional information is desired please advise.

STAT

Acting Director of Security

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72.3320

22 AUG 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Information Management

REFERENCE : Memo dtd 4 Aug 72 to DD/S Office Heads
fm DD/S, same subject

1. This memorandum is for your information only.

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2. In response to your request in the referent memorandum, [redacted]
[redacted] is designated as the senior Office of Logistics representa-
tive for development and implementation of the information management program.
The following individuals will also provide such additional and full-time assistance in
the program as may be necessary, primarily in those areas indicated:

[redacted] information security and
classification systems.

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[redacted] automated information
systems.

STAT

[redacted] historical reporting and archival
document systems.

STAT

[redacted] records review and retention
systems.

STAT

[redacted]
John F. Blake
Director of Logistics

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17 AUG 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Information Management

REFERENCE : Your Memorandum dated 4 August 1972,
subject as above

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1. [] (who will assume his new duties as Chief, Planning Staff effective 28 August 1972) is the senior officer designated to represent the Director of Finance in supporting the Information Management Program of the Agency. Mr. [] will be responsible for the provision of Office of Finance support to the Records Management Board and for the development and implementation of records, archives, history, and classification/declassification programs for this Office.

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2. [] will be assisted by [] Executive Officer, and by [] Records Administration Officer. I am prepared to assign other personnel as necessary to Information Management tasks as requirements develop.

3. The above information is submitted in compliance with Paragraph 2. of the referent Memorandum.

STAT

[]
Acting Director of Finance

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DD/S 72-3171

10 AUG 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Information Management

REFERENCE : Memo for Heads of Support Services Offices:
Information Management, dated 4 August 1972
(DD/S 72-3043)

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1. In accordance with referent memorandum we have designated [redacted] Chief Review Staff, to represent the Office of Personnel in the development and implementation of this Information Management Program.

STAT

2. We are in the process of changing assignments in our Review Staff and therefore would prefer delaying furnishing you with the name of [redacted] assistant until a later date. To ensure that we have adequate coverage for this important program during this interim period.

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I have designated [redacted] Chief Plans Staff, as [redacted] alternate. [redacted] can be reached on [redacted]

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Acting Director of Personnel

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DD/S 72-3148

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OC-M-72-520
9 AUG 1972

MEMORANDUM FOR: Deputy Director for Support
SUBJECT : Information Management
REFERENCE : Your Memo, same subject, dtd 4 Aug 72

In accordance with the reference, [REDACTED]

STAT

[REDACTED] OC-EXA, is designated to represent the Office
of Communications. [REDACTED] OC Records
Management Officer, is designated as an assistant.

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[REDACTED]
Director of Communications

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DD / S R E G I S T R Y
F I L E Records

DD/S 72-3043

4 AUG 1972

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

SUBJECT : Information Management

REFERENCES : (a) Memo from ExDir-Compt to Deputy Directors,
Subject: "Information Control - Archives,
History, and Records" dated 26 May 72
(DD/S 72-2128)

(b) HR - "National Security Information -
Classification, Declassification and Access"
dated 13 June 72.

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1. Reference documents contain a number of requirements that have to be met and make it clear that it is the responsibility of the Directorates to meet them. We need to develop:

a. a system and structure for the integrated administration and management of our archives, history, records, and classification/declassification systems (Ref a, para 5a(3));

b. guidelines for the selection, retention, and declassification of records, including time periods for retention and declassification by category (Ref a, para 5a(6));

c. a system for the continuous identification of key documents and files for permanent inclusion in Agency archives and provision for an index for access and declassification review (Ref a, para 5b(1));

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d. a system to provide for an overall annual review of archival documents to ensure that they "are neither excessive in detail, inappropriately classified nor incomplete through omissions" (Ref a, para 5b(1));

e. a systematic approach to compiling information for annual reports to serve as the basis for topical histories, highlighting major accomplishments and major problems (Ref a, para 5c);

f. a system for accomplishing the review of documents originated before June 1, 1972, before they become 30 years old, for declassification action (HR)

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g. a system for accomplishing the review of documents originated after June 1, 1972, before they become 30 years old, for declassification action (HR)

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h. a system to accomplish the continuing review of documents for declassification and downgrading in addition to the 30 year review (HR)

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i. provisions for the annual location and segregation of documents of sufficient historical value to warrant preservation and which have been or are to become declassified during the calendar year (HR)

STAT

j. procedures to govern the review of requests received within the Support Directorate for the declassification or release of documents (HR)

STAT

2. The Executive Director-Comptroller has appointed a Special Assistant for Information Control to serve as the Agency Records Management Officer, Archivist, and Chairman of the Records Management Board, and each Deputy Director has designated a senior officer as the Directorate member of the Board. In order to meet the requirements identified in

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paragraph one above, provide adequate support to the newly constituted Records Management Board, and ensure that the total records, archives, history, and classification/declassification programs in the Support Directorate are provided for adequately, you are requested to designate a senior officer to represent you in their development and implementation and to ensure that he is furnished with such technical assistance as may be necessary, full time when required. Please furnish the names of your senior officer designees and their assistants to my office by 23 August 1972.

(Signed) John W. Coffey

John W. Coffey
Deputy Director
for Support

DDS/SOS [redacted] (2 Aug 72)

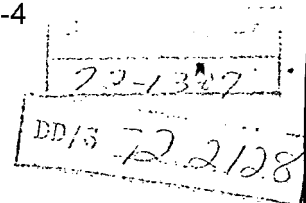
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26 May 1972

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology
Deputy Director for Support

SUBJECT : Information Control -- Archives, History,
and Records

1. Executive Order 11652 and the implementing National Security Council Directives governing the classification/declassification of national security information must be implemented by 1 June 1972. It is also clear that new pressures are building under the Freedom of Information Act toward declassification of events in U.S. history wherein CIA played a significant role. The implications of these developments clearly require the fullest coordination of information control procedures, including records management, histories, and archives administration. It follows that we should provide a single mechanism for the execution of these programs.

2. In essence, the three elements of Information Control: Records Management, Archives, and History, all record our experience to make it available for future use as required. This use includes file searches for current operational support, briefing and training new personnel, and answering press or congressional questions as to the Agency's role in earlier events. The problem is to design a system which will satisfactorily answer the needs of the future in these fields with a minimum expenditure of man-hours and funds at present. In these days of declining personnel ceilings, we obviously cannot dedicate large amounts of current manpower to making immediately available detailed answers to all contingent questions. At the same time, we must constantly protect the sensitive sources and methods of intelligence in the national interest and respect our fiduciary responsibility for the safety of many of our sources.

3. In our approach to this problem in this internally compartmented Agency, it is essential to decentralize much of the responsibility and most of the actual effort. At the same time, this decentralization needs to be matched by a system which will indicate the degree to which minimum standards are met by all units, and a mechanism by which units can profit by interchange of experience and by sharing solutions.

4. In our analysis we must clearly recognize different kinds of information material and the different purposes we expect them to serve. Some of our records are important basic reference tools, e.g., CI files. Some are analyst working files of moderate life requirements. Some are formal publications of the Agency distributed elsewhere in the government with source sanitization. Some are operational records and documents, and some of these are highly sensitive and must remain compartmented as well as classified. Some of our reviews of past events are essentially chronicles of these events, which have value to new arrivals. Some should be analytical reviews drawing lessons and conclusions. Our system should reflect these differences if it is to do the job needed.

5. The following overall approach to this situation has been developed for implementation through the mechanisms indicated:

a. Records Management

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(1) Effective records management is the foundation stone of any satisfactory action in these fields, as well as current operations depending upon effective records. It must be the subject of continuing and serious attention at all levels of the Agency and is the direct and full responsibility of each Directorate and subordinate unit with respect to its own records. The Executive Director will report on the Agency program periodically to the Director and Deputy Director, and it will be reviewed semiannually with the Deputies.

(2) Therefore, a new Records Management Board is hereby established with senior officer representation from the Office of the Director and each of the Directorates. The Office of the Director representative will be the Chairman and the Agency Records Management Officer. The Directorate representatives will be of senior grade, will be the Directorate Records Management Officer, and will be assisted by full time Technical Assistants if they have other responsibilities. This Board will serve as the internal Agency Classification/Declassification Review Committee in compliance with Executive Order

11652. The Board will be supported by a Technical Committee of full-time Records Officer representatives from each Directorate and such panels as may be required.

(3) The first order of business for this Board will be the development of a system and structure for the integrated administration and management of our archives, history, and records declassification systems, following the general principles outlined in this memorandum. Regulations developed for publication in time to meet the 1 June deadline of the Executive Order and implementing instructions are to be regarded as interim measures to satisfy the immediacy of the deadline and serve to highlight the importance of immediate concerted effort to establish orderly and meaningful long-term programs.

(4) The Records Management Board will report its conclusions, recommendations, etc., (with any dissents) directly to the Executive Director. The Records Management Board will make semiannual reports to the Executive Director, outlining the status of the Agency's Records Management Program, any problems it is experiencing, and its recommendations for improvement of the program (including reports on records management to be submitted by the Directorates). The Executive Director will consult with the Deputy Directors before implementing any such recommendations. The present CIA Records Administration Branch, Support Services Staff, DDS, will be transferred to the Office of the Executive Director-Comptroller and will become a Secretariat for the CIA Records Management Board. The CIA Records Center will remain under the supervision of the Chief, Records Administration Branch in the Office of the Executive Director.

(5) The Records Management Board will furnish a nonvoting member to the Agency Information Processing Board, with authority to submit agenda items and recommendations to the Information Processing Board. He will particularly bring to the attention of the Information Processing Board those aspects of the Agency's Records Management Program which should be considered by the Information Processing Board, with any recommendations for support of the Agency Records Management Program requiring Information Processing Board action. He will similarly make available to the Records Management Board all information coming before the Information Processing Board which might be of value or be appropriately considered by the Agency Records Management Board and its members.

(6) The Records Management Board will develop recommendations as to categories of Agency records (such as the categories in paragraph 6 above) plus any others deemed appropriate) and as to specific guidelines for the selection, retention, and declassification of records in these categories. These guidelines should also, where appropriate, include time periods for retention and declassification by category and indicate disposition thereafter, and include appropriate measures to comply with legal and executive requirements for retention and declassification. In particular, recommendations should be made as to the identification of categories which might appropriately be retired as classified government documents under GSA auspices or passed to the National Archives, rather than held solely under CIA control to protect intelligence sources and methods.

(7) The Records Management Board will serve as the forum for recommendations for declassification, Agency contributions to other Agency historical programs and other interagency problems involving the Agency's records. In this process, coordination will be made as appropriate with the General Counsel, the Director of Security, etc.

b. Archives

(1) Each unit submitting an annual report (see below) will identify its key documents and files for permanent inclusion in Agency Archives. The Records Management Board will develop the system or systems by which such documents will be identified on a systematic basis during the year and indexed for later access and declassification review as an element of the Records Management Program. Annually, each unit will make an overall review to ensure that the documents marked for archival retention are neither excessive in detail, inappropriately classified nor incomplete through omissions. A certificate to this effect will accompany the unit's Annual Report, and the Agency Archivist will report any problems in this process to the Executive Director through the Records Management Board.

(2) The Agency Records Management Officer will also be appointed as the Agency Archivist, to supervise the Agency's Archives Program. He will coordinate the execution of the Archives Program through the Agency Records Management Board. He will work in close coordination with the Agency Historian. The Deputy Directors in their Directorates will appoint their Records Management Officers also as

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Directorate Archivists, to supervise this program in the Directorate. The Agency and Directorate Archivists will supervise compliance with overall Agency Archives regulations to be drawn up and issued after consultation with the Deputy Directors. A semiannual report to the Executive Director on the Archives Program will be prepared by the Records Management Board.

c. History

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The major thrust of the Agency Historical Program will be placed on the development of analytical histories of important Agency activities and operations. The "Office History" approach to date, which has been largely successful in bringing our history up to 1965, will no longer be the major focus of the program, as the chronicling of future Agency activity will take place under the Annual Report system outlined below. Thus, future Agency histories will take major subjects of Agency activity and analyze the ways in which the various elements of the Agency worked together to produce the overall contribution to the operation in question. There will be some situations in which a single element of the Agency provided all or most of the Agency participation in any one activity. There will be occasions also when sensitivity will require that any analytical review of an operation be conducted in a most restricted fashion. This will apply to many Clandestine Service histories. Priority will be given to establishing the basic Agency history of the more prominent operations and activities in which the Agency has been engaged, e. g., Cuban Missile Crisis, Bay of Pigs, War in Vietnam, War in Laos, Congo Operations, U-2 Operations, etc., with particular attention to lessons derived from these experiences. These histories should also be indexed in a fashion to permit their use to provide immediate response to public or congressional inquiries on these prominent events to the extent feasible. Histories will in the future depend upon Annual Reports for general chronicle and upon the Archives Program for identification of key documents. The Agency Historian will be an ex officio member of the Records Management Board, will report directly to the Executive Director, and will work in close coordination with the Agency Archivist/Records Management Officer and the Directorate Historians who will be fully consulted on all matters affecting histories concerning their Directorates.

d. Annual Reports

(1) To provide the necessary chronicle of the Agency's activities at minimum expenditure of effort, a system of annual reports of the units and offices of the Agency will be developed. These will be submitted to the next senior command level for review and then held by the originating unit, with a copy incorporated in the Agency's Archives. The requirement for these annual reports will be timed and coordinated with the submission of the Agency's Annual Report to the President's Foreign Intelligence Advisory Board and the Agency's Annual Program submissions to avoid duplication of effort. The identification of the elements to submit these annual reports and an outline of their format will be developed by the Agency Historian for the Executive Director, in coordination with the Deputy Directors. These may include significant contractor units, when these played a significant role in Agency programs or operations. These annual reports should highlight major accomplishments, major problems and overall conclusions and recommendations for future action in the unit itself or by elements supporting or associated with it. As required, compartmented annexes can be compiled and held separately covering particularly sensitive events.

(2) In many areas it will be essential to produce one-time reports to cover the years from 1965 (or the most recent history) to the current Annual Report. This will be undertaken by units identified to submit future Annual Reports. In those situations in which an overall Agency history to be produced will cover the period in question, a separate Annual Report need not be developed (e. g., the War in Laos, the War in Vietnam), as the necessary chronicle and Archives can be developed at the same time as the analytical history. In other cases, however, a one-time effort to catch up to the current annual report system will be necessary, and this will be undertaken by the unit in question. Staff supervision of this activity will be provided by the Agency Historian and Archivist.


e. Classification and Declassification

The Records Management Board will be the focal point for the Agency's implementation of the classification and declassification procedures required by Executive Order 11652. The Board will coordinate as required with the General Counsel, the Director of Security, and others in carrying out this responsibility. The Agency Representative to the Interagency Classification Review Committee under Section

7 of this Order will work through the Agency Records Management Board in carrying out his responsibilities.

f. A Special Assistant for Information Control will be appointed by the Executive Director to serve as Agency Records Management Officer, Agency Archivist, Chairman of the Agency Records Management Board, and perform such other duties in the field of Information Control as the Executive Director may prescribe.

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W. E. Colby
Executive Director-Comptroller

cc: Inspector General
General Counsel
Director of Security

TRANSMITTAL SLIP		DATE 2 Aug 72
TO: DD/S <i>ma</i> <i>RSU</i>		
ROOM NO.	BUILDING	
REMARKS:		
<p>Mr. Coffey:</p> <p>Request your signature.</p> <p style="text-align: right;">RHW</p> <p><i>P</i> <i>8-3-72</i></p>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
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REPLACES FORM 36-8
WHICH MAY BE USED.

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